

WYOMING BOARD



PROFESSIONAL ENGINEER AND PROFESSIONAL LAND SURVEYOR RENEWALS

New Renewal Postcards:

This renewal period you will receive a **RENEWAL NOTICE POSTCARD**. There is no personal information on this postcard (other than your name and address). This postcard is the **only notice** you will receive. Please let other people in your household know that this postcard is not junk mail!

Instructions for Online Renewal:

Professional Engineer and Professional Land Surveyor Licenses expire on the last day of December, but you will be able to renew your license **as early as October 1**. At <https://plr.state.wy.us>.

1. After reading all information listed here, click on the link titled "[Click here to begin.](#)"
2. If you are a returning Wyoming Portal Service user, click on the "[sign in,](#)" fill in your user name and password, then proceed to instruction number 4. If you have forgotten your user name or password please contact the Wyoming Help Desk at: 307-777-7400 for assistance.
3. If you are a first time user, please click "[sign in](#)" followed by "[New Profile.](#)" From here please enter all required information **including** your social security number, as this is the only number that can link you to the system for a real time renewal. If you choose not to enter your social security number, you will need to print out your renewal forms and mail them in with a check.
4. The screen displayed is the "welcome page." To the right you will see all available online services, please click on the "[Professional License Renewal](#)" page. **Do not** click on the "Board of Prof Engineers and Land Surveyors" as this will redirect you back to the Board's webpage.
5. Once in the system please click on "[register for access,](#)" this is located on the left hand side of the page under your name.
6. Choose the "Board of Prof Engineers and Land Surveyors" from the drop down menu, then click "[register.](#)"
7. From here, you will choose the license status you would like to hold for the next renewal period. You may choose from the following:
 - **First Renewal**
**This license is being renewed for the first time. It is active for the following 2 years, however this option does not require any CPC credits in order to renew. If you have any CPC credits, you may list them and they will carry over for your next renewal period. Maximum carry over is 15 credits. Fee is \$115.*
 - **Renew Active License**
**This is an active license for the next 2 years, fee is \$115*
 - **Renew Inactive License**
**This license is inactive and you shall not offer to, or practice with this status, fee is \$100.*
 - **Renew Retired License**
**This license is retired for the next 2 years and one shall not offer to, or practice with this status, fee is \$40.*
 - **Renew with Exemption**
**This license is renewed and is active for the next 2 years if all paper work is collected and approved. Choices under this option are Military Active Duty or Comity. If you choose to use your Comity license from one of the acceptable States that require continuing education, your address of residence must be in that State. Fee is \$115.*

All registrants that are renewing an active license require 30 CPC's for the past 2 years, with a maximum carryover of 15 CPC credits for your next renewal period.

8. After payment is made and first receipt is printed, choose your "[print pocket card](#)" feature, **as this is your pocket card** for the next 2 (two) years. You may go back into your account at any time and reprint this pocket card.